

* Retention Period *

IM IMPORT

General correspondence and material relating to importation too broad in scope to be filed under specific subjects below.

(item 624a)

Originating office:

Destroy when 3 years old.

(item 624b)

All other offices:

Destroy when 2 years old.

IM 1 POLICY

Policy, guidelines, regulations, and requirements covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.

(item 625a)

Originating office:

PERMANENT. Transfer to Federal Records Center (FRC) when 10 years old. Offer to National Archives and Records Administration (NARA) when 15 years old.

(item 625b)

All other offices:

Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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IM 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under IM 6 PROJECTS.

a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one time reports as needed.

(item 626a)

Originating office:

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

(item 626b)

All other offices:

Destroy when superseded or obsolete.

b. Agency copy of above reports.

(item 627a)

Originating office:

Destroy when superseded or obsolete.

(item 627b)

All other offices:

Destroy when 2 years old.

c. Computer printout reports on imported meat and poultry products. Includes monthly and annual printout reports.

(item 628a)

Originating office:

Destroy when final report is completed or when printouts cease to have administrative value, but no later than 3 years, whichever is earlier.

(item 628b)

All other offices:

Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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IM 2 (continued)

d. All other reports.

(item 629a)
Originating office:
Destroy when 2 years old.

(item 629b)
All other offices:
Destroy when 2 years old.

IM 2-1 Activity Reports

Summaries of specific actions or work performed by program or import personnel.

(item 630a)
Originating office:
Destroy when 3 years old

(item 630b)
All other offices:
Destroy when 2 years old.

IM 3 COMMITTEES, MEETINGS

Committees and meetings relating to import program functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(item 631a)
Originating office:
Destroy when 2 years old.

(item 631b)
All other offices:
Destroy when 2 years old.

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects

(item 632a)
Originating office:
PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

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IM 3 (continued)

of import such as: advisory organizations and interagency committees. Includes committees chaired by Import representatives or records maintained by Import representatives on committees to carry out responsibility of assignments.

(item 632b)
All other offices:

Destroy when 2 years old.

IM 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.

(item 633a)
Originating office:

Destroy when 1 year old.

(item 633b)
All other offices:

Destroy when 1 year old.

IM 4 MEAT AND POULTRY PRODUCTS

Correspondence and material relating to the importation of slaughter or processed meat and poultry, and their byproducts.

(item 634a)
Originating office:

Destroy when 5 years old.

(item 634b)
All other offices:

Destroy when 2 years old.

IM 5 AVIAN SPECIES

Correspondence and related material on import, classification, and identification of various live birds, poultry, and hatching eggs.

(item 641a)
Originating office:

Destroy when 5 years old.

(item 641b)
All other offices:

Destroy when 3 years old.

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IM 5-1 Pets and Commercial

Material and correspondence relating to the import of pet and commercial birds.

(item 642a)
Originating office:
Destroy when 5 years old.

(item 642b)
All other offices:
Destroy when 3 years old.

IM 5-2 Research

Materials on birds imported for re-search.

(item 643a)
Originating office:
Destroy when 5 years old.

(item 643b)
All other offices:
Destroy when 3 years old.

IM 5-3 Industry

Background material on bird industry.

(item 644a)
Originating office:
Destroy when 5 years old.

(item 644b)
All other offices:
Destroy when 3 years old.

IM 6 PROJECTS

General material on projects.

(item 645a)
Originating office:
Destroy when 3 years old.

(item 645b)
All other offices:
Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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IM 6 (continued)

Reference material.

(item 646a)

Originating office:

Destroy when superseded
or obsolete.

(item 646b)

All other offices:

Destroy when superseded
or obsolete.

(item 647a)

Originating office:

PERMANENT. Retire to
FRC 5 years after
completion of project.
Transfer to NARA 15 years
after completion of
project.

(item 647b)

All other offices:

Destroy when 2 years old.

(item 648a)

Originating office:

Destroy 5 years after
completion of project.

(item 648b)

All other offices:

Destroy when 2 years old.

Proposed projects.

NOTE: When a proposed project is
approved, remove and file with project
case files.

(item 649a)

Originating office:

Destroy when 5 years old
if no further action is
taken.

(item 649b)

All other offices:

Destroy when 2 years old.

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IM 6 (continued)

Workpapers and draft report of project.

(item 650a)
Originating office:

Destroy 3 years after
completion of project
and final report.

(item 650b)
All other offices:

Destroy when 2 years old.

IM 7 ANIMALS

Correspondence and related material on
the importation of animals. Case file
and subdivide into specific subjects as
best suits user's needs; e.g., cattle,
horses, and other animals.

(item 658a)
Originating office:

Destroy when 5 years old.

(item 658b)
All other offices:

Destroy when 3 years old.

EXCEPT: Wildlife or zoo animals, see IM
8 or 9 respectively.

IM 7-1 Animal Germ Plasma (Animal Semen)

Correspondence and material relating to
the importation of animal semen.

(item 659a)
Originating office:

Destroy when 5 years old.

(item 659b)
All other offices:

Destroy when 3 years old.

IM 7-2 Animal Import Centers

Correspondence and related material on
animals entered into the import centers
for observation period.

(item 657a)
Originating office:

Destroy when 5 years old.

(item 657b)
All other offices:

Destroy when 3 years old.

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IM 7-3 Purebred Animals for Breeding

Correspondence and related material on the duty-free entry of purebred animals into the United States for breeding.

(item 660a)
Originating office:
Destroy when 5 years old.

(item 660b)
All other offices:
Destroy when 3 years old.

Application/certification and eligibility notices of duty-free entry of purebred animals.

(item 661a)
Originating office:
Destroy when 3 years old.

(item 661b)
All other offices:
Destroy when 3 years old.

IM 8 WILDLIFE

Correspondence and related material on the importation of wildlife.

(item 658a)
Originating office:
Destroy when 5 years old.

(item 658b)
All other offices:
Destroy when 3 years old.

IM 9 ZOO

Correspondence and related material on activities relating to zoo imports. Includes listing of approved zoos, applications, health certificates, and tranquillization techniques.

(item 656a)
Originating office:
Destroy when 5 years old.

(item 656b)
All other offices:
Destroy when 2 years old.

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IM 10 CERTIFICATION

Correspondence and related material on import criteria by type of animal and country of origin.

(item 651a)
Originating office:
Destroy when 5 years old.

(item 651b)
All other offices:
Destroy when 5 years old.

IM 10-1 Certificates

All certificates required by the regulations for importation.

(item 652a)
Originating office:
Destroy when 5 years old.

(item 652b)
All other offices:
Destroy when 2 years old.

IM 10-2 Pending Entry Number

Import forms on shipments which have not been assigned entry numbers by Customs. Upon receipt of entry number refile in appropriate file below.

(item 635a)
Originating office:
N/A

(item 635b)
All other offices:
N/A

IM 10-3 Entered-Not Inspected

Import forms on shipments which have entered area and have not been inspected, or office copy of import forms on shipments which will be inspected at final destination.

After inspection is made on these shipments, remove from this file and refile in IM 10-7 Import Forms or in IM 10-5 Refused Entry as applicable.

(item 636a)
Originating office:
Destroy 2 years after end of fiscal year in which all actions have been completed.

(item 636b)
All other offices:
N/A

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IM 10-3-1 Destination Inspection

Follow-up material when there is no notice or record of destination inspection.

(item 637a)
Originating office:

Destroy 2 years after the end of fiscal year in which document was dated.

(item 637b)
All other offices:

File with certificate and destroy when 2 years old.

IM 10-4 Pending Shipments

Correspondence and notices on import shipments. File by date within the calendar year folder. Remove and refile in appropriate category when action is completed.

(item 637-1a)
Originating office:

N/A

(item 637-1b)
All other offices:

N/A

IM 10-5 Refused Entry

File import forms which are refused entry in a separate folder by date. A separate folder may be used for forms which are "Refused Entry Pending Final Disposition." After final disposition, either leave in "Refused Entry" or refile in IM 10-7 Import Forms.

(item 638a)
Originating office:

Destroy 2 years after the end of fiscal year in which document was dated.

(item 638b)
All other offices:

Destroy 2 years after the end of fiscal year in which document was dated.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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IM 10-6 Reinspection Request

Correspondence and related material on requests made by importers for inspection of shipments. File by date.

(item 639a)
Originating office:
Destroy 2 years after
end of fiscal year in
which all actions have
been completed.

(item 639b)
All other offices:
N/A

IM 10-7 Import Forms

File import forms by date within the fiscal year folders, or file by country of origin, and by date within the folder. Includes inspection certificates and custom entry form.

(item 640a)
Originating office:
Destroy 2 years after
all actions have been
completed.

(item 640b)
All other offices:
N/A

IM 11 IMPORTERS

Correspondence and related material on major breeders and importers.

(item 653a)
Originating office:
Destroy when 5 years old.

(item 653b)
All other offices:
Destroy when 3 years old.

IM 12 BORDER SURVEILLANCE

Material relating to border smuggling. Case file specific smuggling as best suits user's needs.

(item 654a)
Originating office:
Destroy when 5 years old.

(item 654b)
All other offices:
Destroy when 3 years old.

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IM 13 SPECIAL PORTS OF ENTRY

Correspondence and requests for use of a special entry port.

(item 655a)
Originating office:
Destroy when 5 years old.

(item 655b)
All other offices:
Destroy when 3 years old.

IM 14 GARBAGE AND STORES

Material relating to animal and animal product inspection concerned with garbage and stores on carriers. Includes the disposal of garbage.

(item 662a)
Originating office:
Destroy when 5 years old.

(item 662b)
All other offices:
Destroy when 3 years old.

IM 15 APPROVED ANIMAL BY-PRODUCT ESTABLISHMENTS

Correspondence and related material on animal byproduct establishment approval. Applications for approval, cancellations, agreements, inspection reports, and numbered memorandums.

(item 663a)
Originating office:
Destroy when 5 years old.

(item 663b)
All other offices:
Destroy when 3 years old.

IM 15-1 Bonded Warehouses

Applications for approval, inspection reports, and related correspondence on storing and handling restricted animal products.

(item 665a)
Originating office:
Destroy when 5 years old.

(item 665b)
All other offices:
Destroy when 3 years old.